

REQUEST FOR QUOTATION

For: Supply and delivery of materials to be used during the Cooperative Month Celebration

Date: September 8, 2017

RFQ No.: GLEVA-RFQ-173-2017

PR No.: 2017-8-1315/8-18-17

PHILGEPS Ref. No.: 4781904

Name of Company

Complete Company Address

To whom it may concern:

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than September 18, 2017 at 5:00pm to the address listed above.

Very truly yours,

ENGR. ENRICO M. ALVAREZ
BAC Chairman

CANVASSERS'S CERTIFICATION

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for the Office of the Provincial Governor (Agency Name) of the Provincial Government of Cavite.

ROSE L. S. ANGALANG
(Printed Name above Signature)
AUTHORIZED CANVASSER

PLEASE QUOTE: PER ITEM

BIDDER'S PROPOSAL BOX

No	ITEM DESCRIPTION (ITEM NAME&TECHNICALSPECIFICATIONS)	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	Delivery weeks /days
					Unit Price	Total Price		
	Materials to be used			69,461.00				
	see page 2 for the specifications							
	TOTAL			69,461.00				

GENERAL CONDITIONS

- All entries must be typewritten and legible;
- Bidders must submit necessary business permits(SEC,LGU,DTI, CDA, BIR Certificate, etc.);
- Place this RFQ in a sealed envelope and type the following details on the face of the envelope:
Your Company Name
RFQ No.
PR No.
PHILGEPS Reference No.
- Delivery period must be at least within _____ calendar days from date of the Notice to Proceed (Indicate the days of delivery in the Bidder's Proposal box)
- Item/s delivered must have warranties for unit replacements, parts, labor or other services;
- Price validity shall be for a period of three(3) months;
- Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract(ABC);
- If Bid is accepted, the supplier undertakes to provide a performance security in the form, amounts, and within the times specified in the Revised IRR of R.A. 9184;
- It is understood that the Provincial Government of Cavite is not bound to accept the Lowest Calculated Bid or any Bid it may receive.
- Transaction with the Provincial Government of Cavite shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
- Failure to comply with these conditions shall mean disqualification of

SUPPLIER/CONTRACTOR/CONSULTANTS CERTIFICATION

Date: September 18, 2017

After having carefully read and accepted Your General Conditions, I/We quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made in _____ days from receipt of the Notice To Proceed.

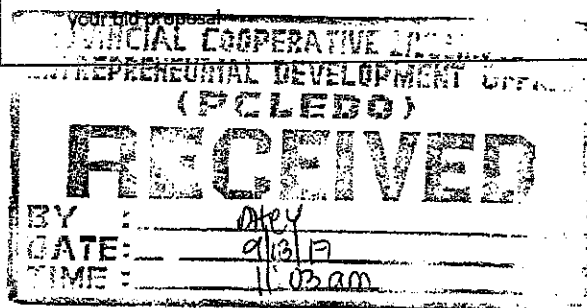
Print Name & Signature of
Authorized Representative

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)

Please attached:

COR- Certificate of Registration (BIR)



Page 2 of Request For Quotation for Supply and delivery of materials to be used during the Cooperative Month Celebration:

PLEASE QUOTE: <u>PER ITEM</u>					BIDDER'S PROPOSAL BOX			
No	ITEM DESCRIPTION (ITEM NAME&TECHNICALSPECIFICATIONS)	QTY.	UNIT	APPROVE D BUDGET OF CONTRAC T (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	Delivery weeks /days
					Unit Price	Total Price		
1	Bond Paper Short	20	reams	4,520.00				
2	Bond Paper Long	10	reams	2,670.00				
3	Bond Paper A4	5	reams	1,205.00				
4	Colored Paper Short	4	reams	1,024.00				
5	Ballpen Black	50	pcs	300.00				
6	Glue 130g	10	pcs	490.00				
7	Nylon Rope 3mm #6	7	rolls	2,051.00				
8	Plastic Straw	7	rolls	406.00				
9	Staple Wire #35	10	boxes	470.00				
10	Specialty Board Short 10s	100	packs	3,900.00				
11	Laminated Pouch 65mmx95mm 250 micron	1	box	416.00				
12	ID Lace Cloth	50	pcs	500.00				
13	Folder Long	50	pcs	300.00				
14	Pentel Pen Fine Assorted	24	pcs	1,056.00				
15	Double Sided Tape Tissue Type 24mmx10m	10	rolls	1,350.00				
16	Scotch Tape 24mmx50m	15	Rolls	465.00				
17	Masking Tape 24mm x 50m	10	rolls	1,010.00				
18	Ribbons 50yards/roll assorted	10	rolls	700.00				
19	Balloons #4 and #5	6	packs	2,070.00				
20	Tape Dispenser Heavy Duty	2	pcs	280.00				
21	Puncher Heavy Duty	1	pc	807.00				
22	Trash Bag 15x15x37 10s	20	packs	940.00				
23	Battery AA	50	pcs	2,300.00				
24	Calculator 12 digits	2	pcs	662.00				
25	Expanding Folder Hard Green Long	20	pcs	460.00				
26	Extension Cord 5m	10	pcs	2,100.00				
27	Short Letterhead	2	reams	3,000.00				
28	Long Letterhead	2	reams	3,200.00				
29	Envelop Plastic Short No. 2 Thickness	50	pcs	850.00				
30	Mouse with Pad USB Port	2	sets	418.00				
31	Sign Pen Black	24	pcs	1,512.00				
32	Sticker Paper A4 10s Glossy	30	packs	1,020.00				
33	ink Cartridge 810	15	pcs	13,050.00				
34	ink Cartridge 811	12	pcs	13,644.00				
35	Mighty Bond 3g	5	tubes	315.00				
	nothing follows							
	TOTAL							

Company Name.

Address

Print Name & Signature of
Authorized Representative